



One of the most important responsibilities that I have as a Congressman is to nominate the best qualified young men and women for admission to our nation's Service Academies: The United States Military Academy at West Point, The United States Naval Academy at Annapolis; The United States Air Force Academy in Silver Springs, Colorado; and The United States Merchant Marine Academy at Kings Point, New York.

You have been provided these instructions by an applicant who wants to be considered for a nomination from the Eighth Congressional District of Virginia. You can play a significant role in this young person's future and the defense of our nation by submitting a letter of recommendation on his/her behalf to my Academy Advisory Board.

Please submit your letter of recommendation using the following guidance:

On your official letterhead, if possible, but using no more than one page, address the following in narrative form:

- Your name, position, and/or your relationship to the applicant.
- How long you've known and well you know the candidate: Very well, fairly well, not very well.
- Indicators of the applicant's character.
- Indicators of the applicant's commitment to the military/a Service Academy.
- Indicators of the applicant's leadership
- The applicant's strengths or weaknesses.
- Your assessment of the applicant's moral compass.
- Any special or unique experience or situation in the applicant's life that would be of interest to my Academy Advisory Board.
- Why you feel the applicant would perform well in the Service Academy's challenging academic, athletic, and stress-intensive environment.

Please submit your letter of recommendation to my District Office at the address below **before Friday, October 17, 2014**. Should you have any questions, please contact Mary Giordano at (703) 971-4700 or by e-mail at mary.giordano@mail.house.gov. Thank you for your assistance.

Congressman Jim Moran
Attn: Mary Giordano
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